

The City of Norman Historic District Commission
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Application Submittal Procedures

COA Applications: Exterior alterations to structures and property located within the Chautauqua and Miller Historic Districts require a Certificate of Appropriateness (COA) before beginning construction. Examples of work that may require a COA include fences, driveways, additions, demolitions, alterations, and new construction. Please check with the Historic Preservation Officer (366-5392) to determine if you need a COA before beginning construction.

Application Submittal Steps:

Step 1	Review design guidelines for proposed work in the Historic Preservation Handbook which is available at City of Norman website: http://www.normanok.gov/planning/historic-preservation or by calling 405-366-5392.
Step 2	Contact Historic Preservation Officer to discuss proposed work at (405-366-5392) or anais.starr@normanok.gov
Step 3	Submit the following items by 12:00 p.m. on the deadline date.
	<input type="checkbox"/> Completed Application Form
	<input type="checkbox"/> Application Fee of \$75
	<input type="checkbox"/> Copy of Warranty Deed - to demonstrate ownership if you do not have a copy, it may be obtained through the Cleveland County Court Office, 405-366-0240.
	<input type="checkbox"/> All Required Supporting Documents - as listed in application form.
	<input type="checkbox"/>
Step 4:	COA Application Review Process:
	<ul style="list-style-type: none"> ➤ A complete COA application with supporting documents is required to properly review a project and must be received by the deadline (See attached calendar). Incomplete application form and lack of supporting documentation will delay your application. It is recommended that you submit your completed application and supporting documentation a few days prior to the deadline date. This will allow staff time to review the file and if necessary request additional documentation prior to the deadline. Incomplete applications will not be forwarded to the Historic District Commission for review. ➤ Complete COA applications submitted by deadline will be placed on the agenda for consideration at the Historic District Commission Meeting held the first Monday of the month. If a COA is approved at the Historic District Meeting, the COA will be issued at the end of the 10 day appeal period. Work cannot commence until the COA is issued. ➤ If the COA is granted by Administrative Bypass, the Historic Preservation Officer will issue a COA and work can commence immediately. ➤ Applicants need to check with the City of Norman Development Services Department for additional permits and regulations that may be needed for proposed work (405)366-5313.

The City of Norman Historic District Commission APPLICATION FOR CERTIFICATE OF APPROPRIATENESS		Staff Only Use:	
		HD # _____	
		Date _____	
		Received by: _____	
Note: Any relevant building permits must be applied for and paid for separately in the Planning and Community Development Office 405-366-5311.			
Address of Proposed Work:			
Applicant's Contact Information:			
	Applicant's Name:		
	Applicant's Phone Number(s):		
	Applicant's E-mail address:		
	Applicant's Address:		
	Applicant's relationship to owner: <input type="checkbox"/> Contractor <input type="checkbox"/> Engineer <input type="checkbox"/> Architect <input type="checkbox"/> Other:		
Owner's Contact Information: (if different than applicant)			
	Owner's Name:		
	Owner's Phone Number(s):		
	Owner's E-mail:		
Project(s) proposed: (List each item of work proposed. Work not listed here cannot be reviewed.)			
1)			
2)			
3)			
4)			
Supporting documents such as project descriptions, drawings and pictures are required see checklist page for requirements.			
Authorization: I hereby certify that all statements contained within this application, attached documents and transmitted exhibits are true to the best of my knowledge and belief. In the event this proposal is approved and begun, I agree to complete the changes in accordance with the approved plans and to follow all City of Norman regulations for such construction. I authorize the City of Norman to enter the property for the purpose of observing and photographing the project for the presentations and to ensure consistency between the approved proposal and the completed project. I understand that no changes to approved plans are permitted without prior approval from the Historic Preservation Commission or Historic Preservation Officer			
Property Owner's Signature:			Date:
<input type="checkbox"/> (If applicable): I authorize my representative to speak in matters regarding this application. Any agreement made by my representative regarding this proposal will be binding upon me.			
Authorized Representative's Printed Name:			
Authorized Representative's Signature:			Date:

The City of Norman Historic District Commission
Application Supporting Information:

Supporting documents as indicated on checklist below must be submitted with this application.

Intent:	The purpose of documentation is to illustrate what the property looks like NOW, what is proposed, and what the property would look like AFTER proposed work is completed. Drawings need to clearly illustrate existing conditions and proposed conditions.
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Drawing Standard: All site plans and drawings must contain the following items at a minimum:

- ☐ Scale
- ☐ North Arrow/Directional reference
- ☐ Dimensions of elements
- ☐ Property Lines/easements/right of ways
- ☐ Specifications of Materials

Minimum Required Document – typical project requirements for proposed work is listed below. Please checks the box of the work proposed and provide supporting documents.

Typical project – Supporting information required:

<input type="checkbox"/> Fence Installation/Replacement . A, B, C, D	<input type="checkbox"/> Window/Door Replacement- A, B, D
<input type="checkbox"/> Garages and Accessory Structures . A, B, C, D, E, F	<input type="checkbox"/> New Construction . A, B, C, D, E, F, G
<input type="checkbox"/> Driveways, Parking, Paved areas - A, B, C, D, F	<input type="checkbox"/> Additions/Demolitions- A, B, C, D, E, F, G
<input type="checkbox"/> Decks-A, B, C, D, E, F	<input type="checkbox"/> Alterations to exterior . A, B, C, D, E, G
<input type="checkbox"/> Swimming Pools, Storm Shelters - A, B, C, D, F	<input type="checkbox"/> Storage building less than 108 sq ft . A,B,C,D

☐ **A. Project Description – Briefly describe the project and the reason for the alteration.** (Note: you must list each proposed work item on Page 2 of this application under Projects Proposed in order to be reviewed). You may attach additional sheets.

Project description and reason for the alteration:

☐ **B. Documentation of Existing Conditions** . Submit pictures of the appearance, condition and dimensions of any existing materials to be replaced or altered.

☐ **C. Site Plan** . Show existing and proposed structures and site elements. Include following elements as applicable to illustrate proposed work:

- ☐ Buildings, garages, sheds
 - ☐ Fences, walls
 - ☐ Sidewalks, driveways, parking pads
 - ☐ Patios, decks, Swimming pools, etc.
 - ☐ Trees (see F Tree Preservation Plan)
- Note:** Additions and New Structures need to show adjacent property structures and site elements on the site plan.

☐ **D. Illustration of the proposed design and materials** - Photos, drawings and/or samples must be provided to illustrate the design, materials, and finishes of the work proposed. Provide for all elements that are applicable for work requested:

- | | |
|--|---|
| <input type="checkbox"/> Exterior materials | <input type="checkbox"/> Architectural Elements |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Foundation materials, dimensions | <input type="checkbox"/> Steps, ramps, railings |
| <input type="checkbox"/> Roof, chimneys, roof ridgeline, turbines, gutters | <input type="checkbox"/> Fences or walls |
| | <input type="checkbox"/> _____ |

☐ **E. Elevation drawings and floor plans indicating existing and proposed features:**

- | | |
|---|---|
| <input type="checkbox"/> Exterior materials | <input type="checkbox"/> Architectural Elements |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Foundation materials, dimensions | <input type="checkbox"/> Porches, stoops, gutters |
| <input type="checkbox"/> Roof, ridgeline, chimneys | <input type="checkbox"/> Steps, ramps, railings |
| | <input type="checkbox"/> _____ |

☐ **F. Trees Preservation Plan showing** . Required for additions, new construction and any project that alters the site. Site plan must include existing large shade trees 8+in diameter or greater and existing ornamental trees greater than 4+in diameter. Any trees proposed to be removed must be indicated. Description of how existing trees will be protected during construction needs to be provided as well.

☐ **G. Additional Information Required for New Construction or Additions to be included as part of drawing submitted:**

- | | |
|---|---|
| <input type="checkbox"/> Streetscape elevation drawing showing existing structure and adjacent properties structures. | <input type="checkbox"/> Floor height of proposed house addition along with adjacent house floor height |
| <input type="checkbox"/> Color Photos of site - front, side and rear | <input type="checkbox"/> Total height of proposed house or addition, and adjacent houses |
| <input type="checkbox"/> Site Plan to include adjacent structures, pavement, and trees located along property lines | <input type="checkbox"/> Elevation drawings of each façade of the proposed house or addition |
| <input type="checkbox"/> Topographical information if proposing to change grades of site | <input type="checkbox"/> Floor Plans of house or addition |

Revised:
5/22//2015
AIS